

UNITED STATES FOREIGN INTELLIGENCE SURVEILLANCE COURT

JOB OPPORTUNITY NUMBER: #F2008--16

POSITION: Clerk of Court

GRADE LEVEL/SALARY: JSP 16 (\$135,243– \$158,500)

Salary commensurate with work experience, prior/present pay history and previous federal government experience

LOCATION: Washington, D.C.

OPENING DATE: AUGUST 8, 2008

CLOSING DATE: OUF

POSITION OVERVIEW

The United States Foreign Intelligence Surveillance Court is seeking a qualified candidate for the position of Clerk of Court. Reporting directly to the presiding Judge, this is a professional and high level position that has broad and overarching responsibilities. The Clerk of Court is responsible for leading and directing all the administrative and operational areas of the Clerk's Office. Responsibilities include but are not limited to serving as the chief administrator of the court, overseeing certain statutory duties and functions, providing analytical guidance and interpretations and resolving complex issues that have a significant impact on the daily functioning of the court.

As the primary court executive and chief administrator, the Clerk of Court is the expert and advises on the court's financial management, space and facilities, human resource administration, information technology services, policy and procedural implementations, strategic planning executions, statistical analysis and public relations communications.

The Clerk of Court works very closely with the Judge and has regular interactions with judicial officers, other court unit executives, and clerk's office staff, the Administrative Office of the U.S. Courts, the Office of the Circuit Executive, the Federal Judicial Center, Department of Justice and other federal agencies.

EDUCATION AND QUALIFICATIONS REQUIREMENTS

The successful candidates must have at a minimum a bachelor's degree in a related field from an accredited college or university. A master's degree, relevant post graduate certification or a Juris Doctor (J.D.) degree is very strongly preferred and may be substituted for up to 2 years of professional experience.

In addition to the above educational requirement, a minimum of 10 years progressive experience in the area of public and/or court administration is required. This should be experience where the incumbent gained a general understanding of court operations, the ability to lead with vision, the ability to sustain a high level of organizational excellence, the ability to develop and execute strategic planning, the ability to articulate management priorities, the ability to foster strong and effective working relationships, the ability to integrate current and future technologies and the ability to analyze data.

The overall experience must also include a minimum of 5 years where the incumbent had progressively responsible, successful and substantial experience in a supervisory or management role.

Because of the access to highly classified materials and information, a clearance at the **TOP SECRET/SCI level is required for this position**. The ability to obtain a **TOP SECRET/SCI level** clearance is required. Preference will be given to applicants with a current and active **TOP SECRET/SCI level** clearance.

BENEFITS

A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service towards leave accrual rates and retirement

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. Because of the access to classified materials and information, a clearance at the **TOP SECRET/SCI level is required for this position**.

All positions at the Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause.

The Court requires employees to adhere to a Code of Ethics and Conduct.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The Court reserves the right to modify the conditions of this announcement without prior notice.

Relocation costs reimbursement available.

APPLICATION INFORMATION

Qualified persons interested in being considered for this position are invited to submit a completed AO 78-Application for Judicial Employment, a resume, a cover letter and/or a narrative statement detailing related experiences and accomplishments.

All application materials are to be sent to:

U.S. District and Bankruptcy Courts for the District of Columbia
ATT: SONIA JACKSON, SPHR

DIRECTOR, HUMAN RESOURCES
333 CONSTITUTION AVENUE
WASHINGTON, DC 20001
Fax: (202) 354 – 3528

Or

Via email to: DCD_HumanResources@dcd.uscourts.gov

If your application packet does not provide all information requested, you may lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense. Relocation expenses for the successful candidate are not guaranteed, but may be reimbursed given a favorable budget situation and upon appropriate approvals.

Equal Opportunity Employer